

IDEA Claims Questions and Answers

1. I am a district bookkeeper, how do I get access to the web-based IDEA claim form?

Individuals who submit claims on behalf of the LEA must have a user name and password assigned to them to access the web-based software. District users are set up by the Director of Special Education. If you have not already been set up as a district user, contact your Director of Special Education as soon as possible to have this step completed.

The steps for setting up a district user can be found in the “Instructions for Submitting IDEA Entitlement & Recovery Fund Claims” located at <http://dpi.wi.gov/sped/pdf/idea-claim-process.pdf>.

If your LEA currently does not have a Special Education Director, contact Nancy Fuhrman at nancy.fuhrman@dpi.wi.gov to be set up as a district user to access the IDEA budgets.

3. Does “Total Funds Received to Date” in the claim form refer to the amount received as of the reporting end date or the date the claim is submitted?

The district should enter the amount of funds received as of the date the claim is submitted.

4. Do LEAs still have to mail a claim hard copy of the claim form with the district administrator’s signature on it with the new web-based system?

The district administrator’s signature is required **only** on the final claim. Partial submitted through the web-based system during the year do not require a signature. When final claims are submitted through the web-based system, LEAs must select the choice “Final Claim.” A message appears stating that in addition to submitting the claim online a hard copy of the final claim must be printed, signed by the district administrator, and submitted to DPI prior to any final claim being paid. This signed final claim can be scanned and sent to DPI by e-mail, postal mail, or fax.

5. Does “Total Funds Received to Date” in the claim form refer to the amount received as of the reporting end date or the date the claim is submitted?

The district should enter the amount of funds received as of the date the claim is submitted.

6. How long can an LEA expect to wait until claims are paid after they are submitted?

The waiting period for claim payment may take up to 40 days.

7. Where can I find instruction for amending IDEA claims or amending IDEA budget items already claimed?

Information about amending IDEA claims or budget items already claimed may be found on the DPI web site at <http://dpi.wi.gov/sped/pdf/amended-claims-instructions.pdf>. The information includes -

- (1) moving a claimed amount to a “new” budget item;
- (2) moving a claimed amount to a different existing budget item; and
- (3) moving claimed funds to a budget item where there are insufficient funds to make an adjustment.